

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO  
DEPARTMENT 74 POLICIES & PROCEDURES  
THE HONORABLE LINDA B. QUINN, PRESIDING**

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<b>Clerk:</b>	<b>Mary Jean Barham</b>	<b>(619) 685-6149</b>
<b>Reporter:</b>	<b>Teri Smith, CSR#7949</b>	<b>(619) 685-6183</b>
<b>Bailiff:</b>	<b>Bob Fares</b>	<b>(619) 685-6149</b>
<b>IC Clerk</b>	<b>Lisa Von Nordheim</b>	<b>(619) 685-6118</b>
<b>Staff Attorney</b>	<b>Michael Ferrell</b>	

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1. Except as modified by order of the Court, all parties, and their counsel are ordered to comply with San Diego Superior Court Rules, Division II, Civil.
2. Scheduled Appearances: Counsel are to be on time for all scheduled hearings. If delayed for any reason, you must advise this department in advance.
  - A. **Trial Call:** Trial Call is held on Fridays. Counsel should expect to begin trial the Monday following the trial call, unless the Court specifies otherwise. If another case is currently in trial in this department, the new case will be assigned to another trial department or will trail, with advance notice being given as to when trial will proceed.
  - B. **Trials:** Court hours for trial are Monday through Thursday, 9:00 a.m. until 12:00 p.m., and 1:30 p.m. until 4:30 p.m., unless otherwise ordered.
  - C. **Ex-Parte:** All ex-parte matters are by reservation only. Reservations shall be made by calling the Independent Calendar Clerk at least 24 hours in advance of the hearing. Ex-parte matters are heard at 8:30 a.m., Monday through Thursday. Ex Parte papers and the filing fee are due by 10:00 a.m. the day before the hearing.
  - D. **Law and Motion:** Law and motion matters are generally heard on Fridays at 1:30 p.m. as an appearance hearing and on such other dates and times as the Court shall designate. Motions are heard by reservation only and a date may be obtained by calling the Independent Calendar Clerk at (619) 685-6118. Counsel are required to appear ex parte to discuss any discovery motions. Moving papers on discovery motions are not required to be filed at the time of the ex parte hearing. Points and Authorities which exceed the page limits set forth in CRC 313(d) shall not, as a general rule, be read or considered without prior leave of court. Parties are to notify the Independent Calendar Clerk immediately upon determining a motion will be taken off calendar.

This department may issue tentative rulings for law and motion matters. Counsel may obtain tentative rulings by calling (619) 531-3690 after 4:00 p.m. on the day immediately preceding the noticed hearing date. Tentative rulings are also posted on the San Diego Superior Court website at

[www.sandiego.courts.ca.gov/superior/](http://www.sandiego.courts.ca.gov/superior/). If neither party appears on the date and at the time noticed for the hearing, the tentative ruling shall be adopted as the final ruling of the court. If a tentative ruling is issued the day before the date set for hearing, this court follows rule 345(a)(2) and no notice of intent to appear is required to appear for oral argument. No unsolicited pleadings, evidence or reference to authorities will be accepted at oral argument. Counsel should be prepared to specify the issues they wish to address at oral argument. Failure to file timely pleadings may constitute a waiver of the right to orally argue.

- E. **Case Management Conferences:** Case Management Conferences are heard on Friday mornings, unless otherwise designated by the court. Parties are to be prepared to inform the court of the status of the case and to be assigned to arbitration, mediation, or to receive trial date and other related dates. Case Management Conference Statements should be filed in accordance with the California Rules of Court.
- F. **Trial Readiness Conferences:** Trial Readiness Conferences are held on Fridays at 11:00 a.m., unless otherwise designated by the Court. A Joint Trial Readiness Conference Report must be prepared and filed at the conference. Advanced Trial Review Orders will be ordered at the Trial Readiness Conference and are to be signed by all counsel along with the stipulation for return of exhibits, which is attached to the Advanced Trial Review Orders.
- G. **Default Prove-Ups:** Default Prove-Ups may be submitted by affidavit unless served by publication, or involve fraud, quiet title and/or punitive damages. Default Prove-Up hearings are set on Fridays and must be calendared in advance.

### **FILING OF PAPERS**

All papers shall be filed in the Business Office. Documents dropped in the Department 74 mailbox will be filed-stamped the same date they were dropped. Conformed copies will be returned only if accompanied by an attorney service slip or self-addressed stamped envelope.